EXTRACT

"LEAVE

REDUCTION OF EXCESS LEAVE ACCUMULATIONS

1. The maximum accumulation of annual leave for employees located overseas has been reduced from 90 to 45 days and for other employees from 60 to 30 days under the provisions of Public Law 102, 83rd Congress, which amended the Annual and Sick Leave Act of 1951. Exceptions to these limitations are authorized for employees who legally carried over to the calendar year 1953 more than the new maximum, and for employees eligible for the 45-day maximum who subsequently become subject to the 30-day maximum.

2. However, section 6 of Public Law 102 provides, in part:

> The Heads of the departments and agencies are author-
> ized and directed to take such action as may be ne-
> cessary to bring about reductions in the accumulated
> annual leave to the credit of officers and employees
> which is in excess of the amounts allowable under the
> applicable provisions of section 203 of the Annual
> and Sick Leave Act of 1951, as amended by this Act,
> within a reasonable period of years, consistent with
> the exigencies of public business ....

3. In order to carry out the provisions of P. L. 102 it will be necessary for those employees carrying excess leave accumulations to reduce their excess leave as promptly as possible consistent with the urgent work needs of the Agency. A uniform plan for the liquidation of excess leave accumulations will not be pre-scribed at this time due to the varying work requirements within and between the components of the Agency. However, supervisory officials and individual employ-ees are responsible for ensuring an orderly reduction in excess leave accumula-tions.

4. The Office of the Comptroller will report the progress made in carrying out this reduction to the Deputy Director (Administration) during the month of January of each year. Based on these reports, and after further study it may be necessary to develop a uniform plan to ensure accomplishment of the purposes of section 6 of P. L. 102 with minimum impact upon the Agency's operating program."

EXTRACT